

Lake Howell High School Band Booster Association, Inc.

By-Laws

Amended May 1, 2010

As of February 2011

Article I

Name & Location

- 1.1 This corporation shall be known as the Lake Howell High School Band Booster Association, Inc. This organization is a corporation entirely of itself and shall be governed by the limitations of the Articles of Incorporation. This organization will be referred to as the LHHSBBA or LHHSBBA, Inc.
- 1.2 The principal office of the corporation shall be located at 4200 Dike Road, Winter Park, FL 32792, but the corporation may maintain offices and places of business at such other places within the State of Florida as the Board of Directors may determine. The corporation shall maintain a post office box: P.O. Box 598, Goldenrod, FL 32733 as its mailing address.

Article II

Mission Statement

- 2.1 The Mission Statement of the LHHSBBA, Inc., shall be to:
 - 2.1.1 To Encourage, assist, cooperate with, and support the band program of Lake Howell High School in all ways possible. The band is considered to include the instrumentalists and auxiliary units.
 - 2.1.2 Encourage and foster community interest in all Lake Howell High School Band activities.
 - 2.1.3 Maintain funds to be used for the welfare and betterment of the Lake Howell High School Band program.
 - 2.1.4 Abide by all school board, local, state, and federal laws, rules, regulations, codes and decisions promulgated for, enforceable against and related to not-for-profit corporations.
 - 2.1.5 To cooperate with the Band Director, the School Administration and other school and community organizations.

Article III

General

- 3.1 The Articles of Incorporation of the Lake Howell High School Band Booster Association, Inc. are hereby made a part of these By-Laws; and all matters hereafter contained in these By-Laws shall be subject to such provisions in regard thereto as set forth in the Articles of Incorporation as they may be from time to time amended.
- 3.2 This corporation is organized and exists as a non-profit corporation pursuant to the "Florida Not for Profit Act", Ch. 617, Florida Statutes.
- 3.3 The rules contained in "Robert's Rules of Order - Revised" shall be the parliamentary authority for all matters of procedure not specifically covered by these By-Laws.
- 3.4 Any question as to the meaning or proper interpretation of any of the provisions of these By-Laws shall be determined by a quorum with a majority vote of the Board of Directors.
- 3.5 These By-Laws may be repealed or amended by a two-thirds (2/3) vote of the members present at any annual meeting or at any special meeting called for that purpose. The members shall not have the power to change the purposes (Mission Statement) of the corporation so as to decrease its rights and powers under the laws of the state, or to amend the By-Laws as to effect a fundamental change in the policies of the corporation.

- 3.6 Amendments to the By-Laws: Changes or amendments to these By-Laws shall be submitted in writing with the names of the persons requesting the change to the Executive Committee fourteen (14) days prior to a general meeting. The requested changes will be voted on at the next scheduled general meeting or a special meeting called to address any issues after a minimum seven (7) day noticed has been published.
- 3.7 Dissolution of the LHHSBBA, Inc.: In the event of the dissolution of the LHHSBBA, Inc. any and all unallocated cash funds and assets shall be turned over to Lake Howell High School for the exclusive use of the Band Department.

Article IV Membership

- 4.1 The general members shall consist of all parents and/or legal guardians of the students participating in the Lake Howell High School Band program.
- 4.2 Any person becoming a member of the LHHSBBA, Inc. shall be presumed to have agreed to and be bound by these By-Laws, and by rules and regulations prescribed by the Board of Directors.
- 4.3 A membership shall carry no property rights.
- 4.4 All members are required to renew their dividend applications with Seminole County Public Schools at the start of each school year. A new application must be completed if one is not on file.
- 4.5 Action may be taken against any member found in violation of this Constitution and By-Laws. The Executive Board will review each individual situation and the results may include, but is not limited to, formal censorship, removal from elected office, withdrawal of appointment, and/or revocation of membership in the Association.

Article V Board of Directors

- 5.1 The Board of Directors shall compose the governing body of the corporation and shall manage the business affairs of the corporation subject to the limitations set forth under the laws of the State and the Articles of Incorporation and these By-Laws.
- 5.2 The Board of Directors shall consist of at least four (4) elected directors, the Lake Howell High School Band Director, and a representative from the School Administration that is appointed by the School Principal.
- 5.3 The Board of Directors shall be elected by the general membership at the annual meeting of this corporation held prior to the end of the school year in March. Election shall be by show of hands or written ballots as determined by the Board of Directors. There shall be no voting by proxy. The Board of Directors is comprised of the President, Vice President of Operations, Vice President of Ways & Means, Treasurer, Secretary, Visual Coordinator and Marketing. All members of the Board of Directors must be members in good standing with the corporation. To be considered a member in good standing, the member should have either their student account paid in full at the due date or have made payment arrangements that have been approved by the Board. To hold an elected position, the member must have a current enrolled student in the band program. No member may hold two or more elected positions simultaneously.
- 5.4 A Nominating Committee will make nominations for election to the Board of Directors. Nominations may also be made from the floor at the Annual General Membership meeting held in March. The Nominating Committee shall consist of five (5) members – The President, The Band Director, and three (3) voting members appointed by the Board of Directors at the February Executive Committee Meeting. The President shall serve as

Chairperson Protem and call the first meeting. The Committee will then pick a chairperson from the appointed members. Nominations shall come from the current general membership. The Nominating Committee shall contact potential nominees for their concurrence and willingness to serve in the office they are nominated. The Nominating Committee shall present their slate of recommended officers at the March Executive Committee Meeting (which is held prior to the March Annual General Membership Meeting). The Nominating Chairperson shall present the slate to the LHHSBBA at the Annual General Membership Meeting in March.

- 5.5 The term of each Director shall be from June 1 until May 31. The Treasurer shall maintain office until the end of the Fiscal Year when the financial records are audited and approved. Each director shall serve until the expiration of his/her term and until a successor is elected and qualifies, or until the Director's death, resignation or removal. It is necessary that the directors shall be members of the corporation.
- 5.6 Each Director shall uphold the By-Laws and Mission Statement of the Lake Howell High School Band Booster Association, Inc. These notions will take precedence over all other matters and will govern the conduct and mannerisms of each director in regard to all LHHSBBA, Inc. business and meetings.
- 5.7 All Directors are required to make every attempt to attend all regularly scheduled and special meetings of the LHHSBBA, Inc. Any Director that misses three (3) or more consecutive meeting may be subject to removal from the board.
- 5.8 Any elected Director may be removed from office for just cause by a two-thirds (2/3) vote of the members present at the next regular meeting following the regular meeting at which a recorded motion with cause(s) is made and passed. Not having a current student enrolled in the band program during the term of office may be considered just cause for removal from any elected position.
- 5.9 In the event that an Executive Board position becomes vacant, the President shall assume all responsibilities involved in that position until the position has been filled.
- 5.10 Vacant board positions may be filled through board appointment only until an election can be held at the next general membership meeting. General members will be notified when a board position becomes vacant. If the vacancy occurs less than seven (7) days before the scheduled general meeting, the election will be held at a special meeting.
- 5.11 A Constitution Review committee of at least two (2) shall be appointed by the President every odd-numbered year. The charge of this committee shall be to review and subsequently recommend any changes in the Constitution and By-Laws to the general membership. The review, recommendations, and approval shall be complete at least one month prior to the new school year.

Article VI Officer and Duties

- 6.1 The Board of Directors shall be the officers of the Corporation. No person shall serve more than two (2) consecutive terms in any elected officer position; provided, however, that the Board of Directors may waive this provision by a vote of two thirds (2/3) of the members present at a regularly scheduled Board Meeting.
- 6.2 The Board of Directors of the Lake Howell High School Band Booster Association, Inc. shall have and exercise the following powers and duties.
 - 6.2.1 President: The President shall be subject to the control of the Board, shall supervise and control all of the business and affairs of the corporation and perform such other duties as may be prescribed by the Board from time to time. The President shall preside, if present, at all meetings of the Board, and shall generally do and perform all acts incident to the office of President, or which are authorized or required by law. He/she shall be responsible

overseeing all standing and special committees. The President may sign with the Secretary (or with any proper board member thereunto authorized by the Board) any deeds, mortgages, bonds, contracts, or other written instruments which the Board has authorized to be executed, except when signing and execution thereof shall be expressly delegated by the Board or by these By-Laws to some other officer or agent of the corporation, or shall be required by law to be otherwise signed or executed. The President shall be an ex officio member of all Board committees. The President shall preside at the Band Awards Banquet.

- 6.2.2 Vice President of Operations: The Vice President of Operations shall assume the duties of the President when called upon by the President, in the President's absence, when the President cannot fulfill his/her obligations, in the event of resignation or removal from office. In the event of resignation or removal of the President from office, the Vice President of Operations shall assume the role until an election can be held of the general membership. The Vice President of Operations shall assist any Board or Committee Chair as needed. The Vice President shall assist and oversee the following committees: Transportation, Uniforms, Chaperones, Hospitality, Loading Crew, First Aid, Registration and Band Camp Coordinator. The Vice President of Operations shall be an ex officio member of all committees.
- 6.2.3 Vice President of Ways and Means: The Vice President of Ways and Means shall serve as Chairperson of the Fundraising Committee. The Vice President of Ways and Means shall assume the duties of the President when the Vice President of Operations is unable or unwilling to assume the duties when the President cannot fulfill his/her obligations, in the event of resignation or removal from office. The Vice President of Ways and Means shall direct and coordinate all of the fundraising activities of the corporation. He/she will coordinate fundraisers that involve the parents with the approval of the Band Director and school administration for all in-school activities. The Vice President of Ways and Means shall assist and oversee the following committees: Concessions, and Ways and Means. The Vice President of Ways and Means shall be an ex officio member of all committees.
- 6.2.4 Secretary: The Secretary shall record and keep a book of Minutes of all meetings of the Directors and Members, with the time and place of meeting, whether regular or special, and if special, how authorized; the notice thereof given; the names of those present at the Director's meetings; the number of members present at member's meetings; and the proceedings thereof. The Secretary shall give notice of all meetings of the members and the Board of Directors required by the By-Laws, and shall perform such other duties as may be prescribed by the Board of Directors or the By-Laws. The Secretary shall be responsible for coordinating the electronic publication of a newsletter that is published once a year prior to band camp. The Secretary shall assist and oversee the following committees: Association Records, Student Roster, Parent Contact Information and the band database.
- 6.2.5 Treasurer: The Treasurer shall serve as the Chairperson of the Finance Committee. The Treasurer shall keep and maintain accurate and complete accounts of the property and business transactions of LHHSBBA, Inc., including accounts of its liabilities, receipts, disbursements, gains, losses, capital, and surplus, and all corporate assets. The Treasurer shall deposit all moneys and other valuables in the name and to the credit of Lake Howell High School Band Booster Association, Inc., with such depositories as may be designated by the Board of Directors. These deposits shall be made in a timely fashion; preferably once a week or more frequently. The Treasurer shall render to the President or Directors, whenever they request, an accounting of all financial transactions and the financial condition of LHHSBBA, Inc. The Treasurer will be responsible for assuring that purchases and expenditures are in line with the budget. The Treasurer shall assist the Band Director with the preparation of the Annual Budget. The Treasurer shall have such other powers and perform such other duties as may be prescribed by the Board of Director. The Treasurer

shall assist and oversee the following Committees: Assistant Treasurer and the Finance Committee.

- 6.2.6 Visual Coordinator: The Visual Coordinator shall be a parent of an auxiliary member and represent the auxiliary in all aspects of their function. The Visual Coordinator shall maintain regular communication throughout the year with parents and students involved in the auxiliary program. The Visual Coordinator will oversee and coordinate volunteers to facilitate the visual aspects of the band program. This could include the sewing of the flags, preparation of floor and uniform accessories. The Visual Coordinator will assume the duties of the Chaperone Chair during the Winter Guard season in regards to obtaining volunteers to chaperone, transport equipment or anything else that requires volunteers. The Visual Coordinator will assist and oversee the following committee: Assistant Visual Coordinator.
- 6.2.7 Marketing: The Marketing Coordinator shall assist and oversee all activities that promote the good name of the band in the community of potential and current sponsors. The Marketing Coordinator will assist and oversee the following committees: Alumni Coordinator; Webmaster; Spirit Merchandising; Corporate Sponsors; Programs; Historian; Banquet, and Photographer.
- 6.2.8 The Executive Board will work with of the Band Director in fulfilling the set budget as well as meeting the obligations of the various committees represented on the Board.

Article VII Financial

- 7.1 Any member of the Executive Board may spend up to \$100.00 on an emergency basis. In addition, the Board must be notified by phone, email or in person about any purchases/expenses not already approved through the budget within two (2) days. Total expenditures up to \$500.00, other than budgeted items, may be authorized by the Executive Board. Expenditures that exceed \$500.00 must be approved by the general membership. Dividing expenditures into subgroups of \$500 or less to avoid obtaining approval from the general membership is prohibited.
- 7.2 Lake Howell High School Band Boosters Association, Inc. will not assume any personal obligations made by unauthorized persons (member or officer) for goods and services, without prior board approval, even though the goods and services are required or might be desirable.
- 7.3 All members of the Executive Board shall be authorized to sign all checks issued by the LHHSBBA, Inc. Two signatures are required on all checks. No blank checks are to be signed and left in the check register.
- 7.4 All statements for payments must be submitted to the Treasurer. Check request forms must be submitted along with any receipts for payment or reimbursement.
- 7.5 It is the responsibility of the Treasurer and the finance committee to review and obtain all pertinent information on any unusual expenditure.
- 7.6 The fiscal year of the corporation shall run from June 1 until May 31 for tax reporting purposes. The Treasurer shall file IRS Form 990 with the Internal Revenue Service no later than August 1st of each year. A copy of the form shall be retained for the Corporation's records and can be made available to school administration upon request.
- 7.7 The Band Director in connection with the Executive Board and budget committee shall submit a proposed annual budget to the Treasurer and finance committee for the upcoming year's budget no later than April's Executive Committee meeting.
- 7.8 The Treasurer shall review and file annually with the State of Florida an Annual Report registering the Association as a Not-for-profit Corporation. This shall be done after the March election meeting and prior to May 1st, to provide the State with the new officers elected for the coming year.

- 7.9 All budget, books, and records of LHHSBBA, Inc. can be inspected by a member of the LHHSBBA for any proper purpose. Notice must be given to and approved by the Board of Directors prior to the review.
- 7.10 LHHSBBA, Inc. is tax exempt and shall make every effort to maintain its tax exempt status. The Treasurer shall review every year the Corporations 501(c)(3) non-profit status. Prior to the 501(c)(3) certification expiration date, the Treasurer shall renew the Corporation's 501(c)(3) non-profit-status with the Internal Revenue Service.
- 7.11 Returned checks – for any reason – are subject to LHHSBBA's bank fees plus the amount of the check. The first returned check may be repaid with a check or cash; however, the second returned check must be repaid with cash or money orders as well as any future payments for the remainder of the student's participation in the Lake Howell High School Band Program.
- 7.12 The Treasurer shall ensure that all financial records are retained for a period of seven (7) years. These records will be kept in the locked storage room that belongs to the band program for Lake Howell High School. It will be the responsibility of the newly elected Treasurer to securely dispose of any financial records past the seven (7) year mark once the records are in his/her possession.
- 7.1.3 A member of the Finance Committee will audit or obtain a professional accountant or bookkeeper to audit the financial records at the close of the fiscal year. The Finance Committee shall provide an Annual Financial Report for inspection by the Board of Directors.

Article VIII Meeting

- 8.1 The annual meeting of the membership of this corporation shall be held in March each year, at such time and place as the Board of Directors shall determine.
- 8.2 The annual meeting shall be for the purpose of electing the Board of Directors and any other officers, presenting committee reports including the Treasurer's report, and transacting other necessary business. The presentation of the upcoming year's budget will take place during the first general membership meeting of the new board in June.
- 8.3 The general members present at any general meeting shall constitute a quorum for the transaction of business.
- 8.4 Executive Board Meetings shall consist of the Board of Directors. These meetings will be held on an as needed basis with at least two (2) days notice. Time, place and purpose to be determined by the presiding officer. A majority of the Executive Board members present constitutes a quorum. The Executive Board shall make every effort to schedule the regular meeting date to not coincide with the regular meeting date of other Lake Howell High School organizations; e.g. Athletic Boosters, NJROTC Boosters, etc.
- 8.5 Executive Committee Meetings shall consist of the Board of Directors and all committee Chairpersons. Any and all members are encouraged to attend these meetings. The frequency of these meetings shall be no less than once per calendar month, unless deemed unnecessary by the Executive Board. The date, time and location of these meetings will be announced at the June General Meeting and will be recorded on the Band calendar for the upcoming year. Changes may be made due to conflict in scheduling and will be announced as early as possible. The purpose of the Executive Committee is to facilitate the business of the LHHSBBA, including the review of plans and activities of the various committees.

Article IX Committees

- 9.1 Standing committees are those that function year round or have a significant impact upon the operation of the LHHSBBA. Special committees may be established by the Board of Directors for a specific purpose.
- 9.2 Committees shall consist of members from the general membership and are not limited in number. The Board of Directors shall appoint a Chairperson for each committee. Terms for the Chairpersons end at the end of the school year.
- 9.3 Committee Chairpersons shall oversee the operations of their committee. The Chairperson shall conduct meetings and business on an as needed basis, prior to Executive Committee Meetings. He/she shall submit a report at the Executive Committee Meeting. Committees must have approval by the Board of Directors prior to use of the LHHSBBA name and prior to any financial obligations. Expenses shall be submitted to the Treasurer for review and payment. Chairpersons may resign at any time by giving written notice of such resignation to the Board of Directors.
- 9.4 The Committee Chairperson shall document their duties and activities performed throughout the year and pass it on to their successor. The Committee Chairperson is responsible to gather, tally and turn in the dividend hours pertaining to their activity. Chairpersons shall receive no compensation for their services.
- 9.5 Members representing the LHHSBBA at any function are encouraged to dress appropriately. Members are encouraged to wear a Band shirt or Lake Howell High School colors.
- 9.6 Committee Chairpersons or their designated representative must count and document all monies collected at any of their functions and have that total verified by another LHHSBBA adult member other than the Treasurer prior to leaving. The chairperson, or their designated representative, is then responsible for handing the money and the verification sheet to the Treasurer. This mainly applies to fundraising, concessions and spirit committees but may pertain to any committee collecting money at an event.
- 9.7 **Committee Descriptions:**
- 9.7.1 **The Vice President of Operations shall assist and oversee:**
- 9.7.1a **Transportation:**
The Transportation Chairperson is responsible for the transportation of musical instruments and equipment to and from all band events – practices, games, competitions, etc. Instruments include, but are not limited to any instrument the student cannot carry or fit on the bus. Equipment includes, but is not limited to, podiums, water coolers, instrument blankets, rain sheets for instruments, speakers and tripods. Transportation Chairperson shall communicate with the Band Director to ensure the equipment needs of the band are met. Transportation Chairperson shall communicate with Chaperone, student loading crew and Uniform Chairpersons to coordinate these student needs. The Transportation Chairperson shall obtain committee members from the general membership to assist in these duties. The Transportation Chair shall appoint one of the event drivers to oversee the student loading crew during the trailer loading process. It is the drivers responsibility to ensure that the contents of the trailer are properly secured before departing. The Transportation Chairperson is responsible to oversee the trailers and ensure that all routine maintenance is performed.
- 9.7.1b **Uniforms:**
The Uniform Chairperson is responsible for fitting, issuing, maintaining, repairing, and keeping an accurate inventory and assignment of all uniforms (marching and concert). The Uniform Chairperson shall work with the Band Director for uniform planning. The Uniform Chairperson is responsible for measuring and forwarding an order to the Treasurer for any additional uniforms, accessories, and supplies as needed. The Uniform Chairperson is

responsible to ensure that the uniforms are cleaned at least every third event. If the uniforms get wet, they are to be washed immediately. The Uniform Chairperson shall communicate with student loading crew and Transportation Chairpersons.

9.7.1c Chaperones:

The Chaperone Chairperson shall be responsible for obtaining and coordinating the required chaperones for all band events including, but not limited to, performances, competitions, travel and school trips. The Chaperone Chairperson shall be responsible for chaperone orientation prior to band camp. Orientation shall cover, but is not limited to, student and chaperone responsibilities and expected behavior. The Chaperone Chairperson will hold at least 2 more orientations throughout the school year as needed. Chaperones should be supplied with a written copy of the orientation material. A copy of the orientation material shall be kept in the bus boxes and band aid kit. The Chaperone Chairperson shall maintain communication with the Band Director to ensure the chaperone needs of the band are met. The Chaperone Chairperson will communicate with student loading crew and Uniform Chairpersons to coordinate these student needs. The Chaperone Chairperson shall obtain committee members from the general membership to assist in these duties. The Chaperone Chairperson is responsible for collecting Dividend Forms from all chaperones on a schedule as requested by the school administration and the record-keeping and reporting of all volunteer hours.

9.7.1d Hospitality:

The Hospitality Chairperson shall be responsible for having refreshments, food, drink, condiments and any needed paper supplies for the band members, staff and chaperones for various events held during the school year. They will be responsible for providing refreshment to both the home and visiting bands during the football season. This committee will be responsible for the Premiere Night Show, Middle School Night, Senior Night and competitions. The Hospitality Chairperson shall maintain a list of volunteer parents to be called upon for food and drink donations for the various events. The Hospitality Chairperson will be an active member of the banquet and picnic committees.

9.7.1e Banquet:

The Banquet Chairperson will form a committee to organize and oversee the planning of the yearly banquet. They will be responsible for gathering at least 3 bids from the caterer and bakery. The Banquet Chairperson will work closely with the student council to facilitate the council's ideas for the banquet decorations and theme.

9.7.1f First Aid Committee:

The First Aid Committee Chairperson shall be responsible for collecting and maintaining the medical release forms for all band members and shall notify school trainers and/or paramedics when required or directed by the Band Director. Their duties will be consistent with School Board policies and will be covered by Seminole County Medical Release Form SCS Form 504. The Chairperson is responsible for maintaining the first-aid kit and ensuring that it is transported to all band activities.

9.7.1g Registration:

The Registration Chairperson is responsible for organizing, planning and overseeing the registration process conducted during the two (2) band camp registration dates. The Registration Chairperson will work closely with the executive board members to ensure that all necessary items are completed in order to hold a smooth registration process – table are set up, blank forms are available, signs are made, merchandise is available to sizing needs.

9.7.1h Band Camp Coordinator:

The Band Camp Coordinator shall be responsible for obtaining supplies for camp and practices as directed by the Band Director. The Band Camp Coordinator shall be responsible for obtaining and coordinating volunteers for summer band practices, band camp, and marching practices. The Band Camp Coordinator shall be responsible for

conducting an orientation to all of the volunteers prior band camp. Orientation shall cover, but is not limited to, supplying water and aid to students, setting up equipment as needed, supervision of students when necessary. The Band Camp Coordinator is responsible for the Band Camp Party that is held on the last day of Band Camp. The Coordinator will work closely with the student council to help them facilitate their plans for the party. The Band Camp Coordinator will work with and assist the Chaperone Chairperson and the First Aid Chairperson.

9.7.1i Picnic:

The Picnic Chairperson is responsible for securing a location for the band picnic. The Picnic Chairperson will secure a committee and acquire volunteers to help with the organization and planning. They will secure pot luck donations from the parents. The Picnic Chairperson will coordinate the student activities and work with the President to oversee these events during the picnic.

9.8.1 The Vice President of Ways and Means shall assist and oversee:

9.8.1a Concessions – Off Campus:

The Concessions Chairperson for off campus events shall be responsible for coordinating required volunteers to man concessions booth times during the events at the Amway Arena, UCF Stadium and the Citrus Bowl. The Concession Chairperson is responsible for complying with all regulatory and operational requirements of the various off campus venues. They are also required to ensure a good, ethical, solid working environment for all of the volunteers whether they are adults or students.

9.8.1b Concessions – On Campus:

The Concession Chairperson for on campus events is responsible for organizing and overseeing the committee for all on campus concessions. They will coordinate with the Hospitality Chairperson to secure all food products to be sold during the all band events where concessions are offered (MPA, bake sales, football games) and will acquire the needed volunteers to man each event.

9.8.1f Fundraising Chairperson:

The Fundraising Chairperson is responsible for gathering, reviewing and recommending/presenting methods of acquiring and raising funds for the LHHSBBA. The Fundraising Chairperson shall provide an accurate and up-to-date status report of each project for the Executive Committee.

9.9.1 The Treasurer shall assist and oversee:

9.9.1a Assistant Treasurer:

The Assistant Treasurer shall assist the Treasurer as directed. The Assistant Treasurer will work with the LHHSBBA Treasurer to maintain an accurate record of student accounts. The Assistant Treasurer shall be responsible for providing current balances when requested by the parent, student, Band Director or Board of Directors. The Assistant Treasurer shall close senior accounts and transfer any monies left to the Scholarship account or to the senior's siblings. The Assistant Treasurer shall open new accounts with any and all transferred funds.

9.9.1b Finance Committee:

The Finance Committee shall work with the LHHSBBA Treasurer to ensure that all expenditures are reflected in the budget.

9.10.1 The Secretary shall assist and oversee:

9.10.1a Association Records:

The Association Records Chairperson shall maintain all records for the association. This would include all meeting minutes, corporate resolutions as well as the most recently approved bylaws.

9.10.1b Student Roster:

The Student Roster Chairperson will be responsible to maintain and update the student roster on a routine basis to ensure that the band contact records are correct.

9.10.1c Parent Contact Information:

The Parent Contact Information Chairperson shall be responsible for maintaining an accurate and up to date list of all general members. This list shall include, but is not limited to, member name, student's name, address, phone numbers and email addresses. The Chairperson shall provide any necessary information to other committee chairs as directed by the president or band director. The Chairperson is responsible for ensuring that all student forms are collected. These forms include, but are not limited to, Medical Release Forms and Booster Information Sheets. The Chairperson will provide a list of needed form for each student until they are all collected. The Chairperson shall obtain committee members from the general membership to assist in these duties.

9.11.1 The Visual Coordinator shall assist and oversee:

The Visual Coordinate shall oversee and represent the interests of the Guard to the Executive Board and general booster membership at all meetings. The Coordinator will be the main facilitator between the staff and the guard parents. The Coordinator will acquire volunteers to help with all guard needs during the year. This will include the sewing of the flags, floor and prop painting and/or building, winter guard chaperones, drivers, etc.

9.11.1a Assistant Visual Coordinator:

Assist the Visual Coordinator as directed. Duties may include representing the Visual Coordinator in meetings, chaperoning, and arranging lunches prior to Winter Guard competitions.

9.12.1 The Marketing person shall assist and oversee:

9.12.1a Alumni Coordinator:

The Alumni Coordinator shall work with the Marketing person and the Secretary to ensure that an accurate database of all alumni members of the band program is up to date. The Alumni Coordinator will also work with Ways and Means to solicit donations to the alumni of the band program.

9.12.1b Webmaster:

The Webmaster Chairperson shall be responsible for the maintenance of activities and disseminating information on the band website, www.lhband.org. This shall include notification of meetings and events, change in schedules and any other information related to the band program.

9.12.1c Spirit Merchandising:

The Spirit Chairperson is responsible for ordering, selling and keeping an accurate inventory of all spirit items. Spirit items shall include, but are not limited to, band shirts, towels, ornaments, wrist bands, and other logo items. The Spirit Chairperson shall maintain an accurate financial account of monies spend and taken in for spirit items. This account shall be given to the Treasurer and Vice President of Ways and Means at least monthly. The Spirit Chairperson is responsible for checking orders submitted at least weekly. The Spirit Chairperson is responsible for the delivery of items to purchaser. Inventory purchases must be approved by the Board of Directors. The Spirit Chairperson shall obtain committee members from the general membership to assist in these duties. All monies and orders shall go to the Spirit Chairperson for recording of payments and orders prior to being forwarded to the Treasurer. Chairperson shall review invoices and bills for accuracy prior to payment by the Treasurer.

9.12.1d Corporate Sponsors:

The Corporate Sponsor Chairperson shall be responsible for seeking donations from corporate businesses in the area.

9.12.1e Programs:

The Programs Chairperson shall be responsible for the production of the concert program. This production includes: planning, soliciting ads, printing and distribution of programs. Additional responsibilities include other programs, such as the Annual Band Banquet, as assigned by the Executive Board.

9.12.1f Historian:

The Historian Chairperson shall maintain an account of the band's events. These events include, but are not limited to, practices, performances, outings and competitions. The Historian Chairperson shall work with the videographer in the production of a year end video to be available for sale. The Historian may also work with the student council in the production of a year in review video that the seniors play during the banquet.

9.12.1g Photographer:

The Photographer Chairperson is responsible for ensuring that pictures are taken at various events during the school year. These pictures will be forwarded to the Historian along with the Webmaster within a few days of the event.

**Article X
Indemnification**

The LHHSBBA may be empowered to indemnify any Officer or Director, or any former Officer or Director, by a majority vote of the Board of Directors who are not parties to such action, suit, or proceeding, in the manner provided in Section 607.0850 of the 2005 Florida Statutes. If such indemnification is authorized by the Directors, expenses incurred in defending such civil or criminal action, suit, or proceeding may be paid by the LHHSBBA in advance of the final disposition of such action, suit, or proceeding in the manner prescribed in Subsection 6 of Section 607.0850 of the Florida Statutes, upon receipt of an undertaking by or on behalf of the Director, Officer, employee, or agent to repay such amount.

Participation on the Board or in the organization and in activities involving the children are to be governed by the regulations set forth by the Seminole County School Board that address volunteer participation in school related activities, which is not limited to but may include criminal background checks, enrollment and acceptance for participation as a DIVIDEND volunteer, proof of acceptable levels of automobile liability insurance and possession of a valid Florida Drivers License for transportation of students and equipment as well as any other requirements as from time to time promulgated by the Seminole County School Board or Lake Howell High School as well as this organization.

**Article XI
Student Accounts**

11.1 Parents/guardians are responsible for the annual student assessments. Band Assessments, as set by the Executive Board, shall be paid annually no later than the October Band Booster meeting. All Winter Guard Assessments, as set by the Executive Board, shall be paid annually no later than the February Band Booster meeting.

11.2 Any monies of any kind, credited to an account are for the sole purpose of meeting general expenses of the Lake Howell band program and as such, are not refundable. This stipulation is made, also, to preserve the non-profit status of the Association. Any band member's account balance amount may be transferred to another band member's account who will be returning to the band program with the approval of the Executive Committee.

- 11.3 Refund request of band members transferring to other schools will be reviewed on an individual bases by the Executive Board at any regularly scheduled board meeting.
- 11.4 No student shall have their dues and assessments waived or reduced in exchange for any goods and services without the approval of the Board.

Article XII LHHSBBA Property

All records, information, and other intellectual property is fully owned by the Association. This includes: financial records, minutes of meetings, content on the band website, program books and any other publications. No member of the Board or any person serving on the committee can distribute or destroy any LHHSBBA property without the expressed written approval of the Executive Board. It is expected that any documents or records will be transferred from the Executive Board or Committee Chair to their successor.

Article XIII Validity

In the event any Article, Section or Provision of this Constitution and By-Laws is found to be invalid or unenforceable, all remaining Articles, Sections and Provisions hereof, shall remain in full force and effect.

Article XIV Adoption and Certification

This Constitution and By-Laws of the LHHSBBA will be adopted immediately after approval and supersedes any previous document governing this Association.

Certified correct by Christine Synan, Jim, Black, Michelle Tuozzo, Jeff Keene, Alisan Smith, Dawn Ohl, Cindy Lally and Thomas Harris – Constitution & By-Laws Committee, Lake Howell High School Band Booster Association, Lake Howell High School, Winter Park, Florida on this _____ day of February, 2011.